

**NEW!**



**Coming Soon - New Password Requirements !!!**

**Did you know...**

that your password will soon need to be

**TWELVE CHARACTERS???**

# *Information Security*

## **New Password Policy**

As part of the Federal Desktop Core Configuration (FDCC) initiative, the OMB is mandating new settings for computers.

In the coming weeks, you will be required to begin using a 12 character password. Other changes include having to change your password every 60 days instead of every 90 days. You also will not be able to reuse your last 24 passwords.

**BE PROACTIVE!** ELVIS IT recommends that you change your password to 12 characters ASAP. **This is especially important if you work at a Resident Office!!!** ODIN will begin these changes April 28th, and we anticipate that the transition will be smoother if you modify your password in advance of their configuration changes.

You may also notice that RealPlayer will be removed from your computer due to many security vulnerabilities and excessive adware. If you have questions related to any of these changes, please contact us.

### ***New***

### ***Password***

### ***Guidelines***

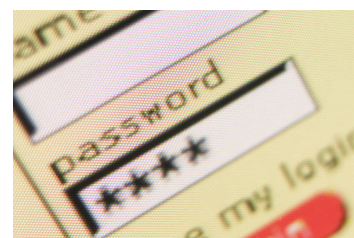
- 12 Character Passwords
- Change your password every 60 days
- Can't reuse your last 24 passwords
- Must contain at least 1 character from 3 of the 4 following groups:
  - UPPERCASE
  - lowercase
  - Numbers
  - Special Characters

### **New Password Policy**

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## Password Complexity Requirements

PASSWORD COMPLEXITY (the rules):

Passwords must meet the following minimum requirements when they are changed or created:

1. Can not contain significant portions of your account name or full name.
2. Must be at least twelve characters in length
3. Must contain at least one character from three of the following four groups:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (example: !, \$, #, %)

So... you may have trouble changing your password in situations such as these:

1. You try to use three or more characters from your account name. Many of my accounts will not let me use my initials in my password. Remember that most of us now have new usernames.
2. You try to use a password of 11 characters or less. Your password must be at least 12 characters. You can make it as long as 127 characters if you'd like. ;-)
3. You don't include at least 1 character from 3 of the 4 groups

**NOTE:** This does not mean that your password must use 3 characters from each of the groups. A password such as *Password2008* will work because:

1. I didn't use parts of my account name or full name
2. It is 12 characters long
3. It uses at least 1 character from 3 of the 4 groups (in this case, the first three groups)

Of course, please don't use that password... that's *my* password!

## Creating and Using Strong Passwords

Strong Passwords: [How to create and protect them...](#)

Password Checker: [Test the strength of your password!](#)

### How passwords get stolen:

- Phishing - you receive an email that appears to be from a friend or institution but sends you to a phony website asking for information
- Shoulder Surfing - someone watches you type your password as you login
- Guessing - weak passwords with personal information, such as birth dates or names of children or pets provide a starting point for guessing your password
- Dictionary Attacks - a program runs a common word list against your account in hopes of finding the perfect match
- Social Engineering - someone claims to be from ELVIS IT and asks you for your password

**Use your password safely...  
never share it with anyone else**